



OUR VISION: To be the “must experience” museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Maintenance Coordinator
Reports to: Environment and Sustainability Manager

PURPOSE OF THE ROLE

The Maintenance Coordinator is responsible for the effective day-to-day management of the Environment Team (maintenance and cleaning), and tasks that support the team’s ability to ensure that all MOTAT facilities, grounds and buildings are properly maintained and improved to the highest possible level and are consistently providing the visitors with an excellent experience.

Along with management of the Environment Team, the Maintenance Coordinator will be required to have a hands-on approach to the role, meaning they will need to be involved in some of the larger and more complex tasks.

You will be required to give guidance and advice in relation to larger maintenance tasks and be required to plan those tasks confidently, efficiently and appropriately, taking consideration of long-term cost benefits for MOTAT.

Manage the relationship with the landlord of MOTAT 3 – in relation to maintenance covered by the Operational Levy paid to the Landlord.

Ideally the Role will be a 5-day week incorporating one weekend day and may be required to start work at 7:30am to cover for annual leave within the wider Maintenance Team.

RESPONSIBILITIES

- Ensure all Maintenance and Cleaning Staff are fully trained in all their roles.
- Manage all maintenance and improvement tasks at MOTAT sites including preventative maintenance to ensure the effective operation of the museum.
- Strong collaboration and communication with the MOTAT Team in relation to progress of MET Requests.
- Schedule the work of the Environment Team and manage the team to ensure timely and effective completion of scheduled tasks, and ensure the tasks are completed to a high standard.
- Be involved in a practical hands-on approach to some of the larger and more complex maintenance tasks, as well as general maintenance tasks.
- Ensure the Environment Team workshop is maintained in a clean and organised manner, ensuring adequate stock of parts and materials
- Ensure all public amenities are kept to a high standard of cleanliness, including urgent cleans where necessary.

- Ensure all administrative tasks associated with the role are completed in the appropriate timeframe. Support from the Security and Compliance Coordinator will be available.
- Coordinate site projects, maintenance and activity with other MOTAT teams.
- Maintain the job requests system.
- Maintain and coordinate rubbish and recycling collections and the appropriate collection thereof. Evaluate efficiencies and make suggestions/recommendations to the Environment and Sustainability Manager.
- Supervise and coordinate contractor work on all MOTAT sites, ensure all work is completed to the required standard, and ensuring compliance with MOTAT's health and safety policies.
- Provide the second point of contact (after the Security and Compliance Coordinator) for security related incidents after hours including weekends.
- Represent MOTAT on relevant local precinct property workgroups, and maintain relationships with operational staff at the Zoo and Stadiums Auckland
- Prepare the annual Maintenance and Cleaning budget.
- Provide internal management reports as and when required.
- Ensure that all contractors engaged for work related to the security of the MOTAT sites adhere to relevant policies and procedures.
- Adhere to MOTAT's Health, Safety and Security procedures and policies and maintain a safe working environment.
- Actively support the delivery of the MOTAT visitor experience.
- Follow all MOTAT's policies and procedures including, but not limited to Health and Safety and the Museums Aotearoa's code of ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Effective and timely scheduling and completion of MET Requests.
- Timely completion of administration and financial reports.
- No complaints regarding cleanliness of public facilities.
- Effectively maintain ongoing working relationships with external contractors and suppliers.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Environment Team
Internal Liaison:	Environment and Sustainability Manager, Security and Compliance Coordinator, GM - Business Services, Public Programmes team, Exhibitions team, People and Performance Manager, Finance and Commercial Manager, Accountant, MOTAT Team.
External Liaison:	Contractors, Landlords, Auckland Zoo, Park and Stadium Site Management, Council Officers, Suppliers, Customers

BUDGETARY AUTHORITIES

As allocated by the Environment and Sustainability Manager. Can be up to \$500,000 per annum.

Delegated Authority - \$5,000

SKILLS & EXPERIENCE

- Trade Certificate, LBP Certification or 10 years' experience in a practical maintenance/light building environment
- 3 – 5 years' experience managing staff
- Project coordination and/or project management and planning skills.
- Good understandings of customer services techniques.
- Current knowledge of health and safety requirements.
- Current knowledge of electrical standards.
- Intermediate IT skills with a working knowledge of the range of MS Office packages.
- Sound judgement and decision-making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents.
- Class 1 full Drivers' licence.
- Class 2 and Forklift licenses beneficial – or willingness to be trained
- Ability to relate to people at all levels and an ability to develop working relationships.
- Demonstrated experience working to fixed timelines with a high degree of organisation and attention to detail.

OUR VALUES Ō MĀTUA UARA

We will be courageous and try new things.

We will work as a team that respects and supports others.

We will act ethically and with respect and transparency.

We will foster knowledge and promote technology that is beneficial to our community.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.